

EMERGENCY PROCEDURES POLICY

_____ staff will be trained in CPR and First Aid and will maintain adequate first aid supplies (including but not limited to bandages, bandaids, antiseptic, tape for bandages, and scissors) in order to respond appropriately to emergency situations to ensure that the health, safety and welfare of all residents is maintained. Staff will receive training on emergency procedures when hired. This will be documented in the employee's personnel record.

Medical Emergencies

It is the policy of _____ to provide treatment to residents in the event of emergency situations.

Procedures include:

1. First aid will be initiated or the resident will be transported by car to a local hospital for treatment. In the event that a resident cannot be safely transported by car, an ambulance will be contacted.
2. As soon as the situation has been stabilized and the health, safety and welfare of all residents has been guaranteed staff will contact the Executive Director or their designee who will in turn immediately contact the family/guardian and the Department of Mental Health casemanager or administration.
3. _____ staff will transport the resident's file along with medical information to the hospital.
4. Staff will complete an incident report detailing the event leading up to and after the event which will be forwarded to the Department of Mental Health casemanager. The event will also be thoroughly documented in the resident's file/ home notes.

Fire Procedures

A fire drill is completed three times per year on various shifts to allow residents to practice and learn evacuation routes. Evacuation routes will be posted on all levels of the house. In case of a fire, all residents will be removed from the home following the procedure. Staff and residents will meet at _____.

The fire department will be contacted via 911 if the fire is not confinable with the use of fire extinguishers.

All fire drills will be documented, with time and date, in the emergency notebook. Individuals requiring special assistance during drills will have this information documented in their individual plan. Furthermore, on a monthly basis, fire extinguishers, fire alarms, and emergency lights will be checked to ensure that they are in working order, and the first aid kit will be checked for completion. All of these will also be documented in the emergency notebook.

Severe Weather Procedures

During a yearly tornado drill and in the case of a tornado warning, all residents will be moved to the basement of the home away from the west and south walls under a heavy object. If conditions do not make this possible, residents will be placed in the hallway near an inside wall and away from windows. Pillows and blankets will be provided and placed over residents. Drills will be documented with unusual circumstances noted. Individuals needing special assistance will have this information documented in their personal plans.

Flood

In case of a flood, all residents and staff will immediately be moved to a place of safety and returned to the home only after sanitation measures have been completed.

Arrest of a Resident

In the event of a resident's arrest, it is the policy of _____ to:

1. Notify the agency director or their designee who will then contact the Central Missouri Regional Center and legal guardians;
2. Cooperate with law enforcement officials;
3. Gather the following information: charge, amount of bond, and willingness of the court to release the person;
4. Provide support as needed to the individual.